Maryland Higher Education Commission

**DEVELOPMENTAL MATH FACULTY
PROFESSIONAL DEVELOPMENT FUND (DMPD) APPLICATION INSTRUCTIONS**

Program Purpose:
The Developmental Math Faculty Professional Development Fund is a competitive incentive program to support Maryland public colleges and universities to continue implementation in developmental math course redesign by supporting faculty members who engage in that work.

Eligibility:
Developmental Math faculty members and instructors who work at institutions that participated in the Maryland Higher Education Commission (MHEC) *Developmental Math Course Redesign Grant Project*, which is funded through a grant from Complete College America, are eligible to apply. Applicants must demonstrate active engagement in designing and/or teaching redesigned developmental math courses. Developmental math faculty members and instructors from the following institutions may apply:

Anne Arundel Community College
Baltimore City Community College
Cecil College
Chesapeake College
College of Southern Maryland
Community College of Baltimore County
Coppin State University

Garrett College
Hagerstown Community College
Harford Community College
Howard Community College
Morgan State University
Prince George's Community College
Wor-Wic Community College

Award Amount: Up to $1,500 per faculty member
More than one faculty member and/or instructor may be awarded per participating institution. Twenty-two or more awards are anticipated. No matching funds are required.

Grant Period: May 16, 2014 through December 31, 2014.

Application Due: Submit electronic copy of the completed application no later than May 5, 2014 by 5:00 p.m. Send via email to Melinda Vann at mvann@mhec.state.md.us. Please put DMPD application in the email subject line. A hard copy with original signature should be mailed to MHEC and postmarked no later than May 5, 2014 to:

Melinda Vann
Director, Outreach and Grants Management
Maryland Higher Education Commission
6 N. Liberty Street, 10th Floor
Baltimore, MD 21201

Application Process:
Interested faculty and instructors must complete the attached application form and return by the stated deadline (May 5, 2014 5 pm via email, and hard copy postmarked no later than May 5, 2014). The application needs to be approved and signed by the faculty member's or instructor's Dean, Director, or Department Head as applicable.

Allowable Expenditures:
Grants are to be used by the faculty or instructor awardee. Although the awardee would be expected to discuss the expenditures with his or her department chair (or comparable other relevant institutional authority) for guidance, the awardee is to direct the use of funds.

Funds may not be used to supplant any portion of the faculty member's or instructor's salary or other compensation unless the awardee wishes to apply funds to course release time in order to redesign a developmental math course, engage in developmental math course redesign research, or other related activity requiring a reduced course load. The application must provide adequate justification for any salary payments.

Awardees are to use the funds for costs related to new redesign efforts, expansion of existing redesigned courses, course redesign related assessment and research, course redesign related professional development such as conferences and workshops, especially where the awardees present their project work, and related activities. Examples of allowable expenses include, but are not limited to:

- Paying for activities for professional development, including research travel, conference fees and travel, and expenses for speaking engagements;
- Paying professional association dues;
- "Buying out" course time so that the faculty member may devote more time to course redesign, related research, and/or assessment of student outcomes;
- Paying for resources such as subscriptions, books, and videos regarding course redesign;
- Purchasing supplies and instructional equipment related to course redesigns which are to remain the property of the faculty member or instructor. If the awardee wishes to make a large purchase in cooperation with the college or university, then it is up to her/him to negotiate ownership, use, future compensation for release of rights to the equipment, or any other related issues.

Funds are not to be used for personal expenses that do not pertain to developmental math course redesign, course implementation, research, or professional development.

Awarding Process:
Applications will be reviewed by at least two qualified reviewers. **Notice of award will be emailed to applicants by midnight on May 16, 2014.**

Funds will be sent to the institution at the beginning of the grant period on behalf of the awardee. Institutions then use their own procedures for awardees to access the funds. It is expected, however, that institutions make the funds available as soon as reasonably possible and that institutional policies for the grant period and for expenditures not be narrower than the allowable expenditures outlined here and approved by MHEC.

If the faculty member or instructor leaves employment at the institution during the grant period, any remaining funds will revert to the Commission. DMPD grant funds are non-transferrable to other faculty members or instructors at the institution.

Reporting Requirements:
Grant recipients are required to submit a brief report no later than January 9, 2015 via email to Melinda Vann at mvann@mhec.state.md.us . The report should be between one and two pages long and describe: 1) how funds were expended, 2) how the funded activities/items benefited the recipient, and 3) how the activities funded impacted or will impact the expansion of developmental course redesign at the institution and student performance outcomes. Indicate the amount of funds expended. Unexpended funds must be returned to MHEC at the time of the final report.

Acknowledgements:
Awardees should provide an acknowledgement of the Maryland Higher Education Commission and Complete College America in any publication of materials based on or developed under this project, to include media announcements and public information pertaining to activities funded by this grant. At such time as any article resulting from work under this grant is published in a professional journal or publication, two reprints of the publication should be sent to MHEC's Office of Outreach and Grants Management, clearly labeled with appropriate identifying information.

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**DEVELOPMENTAL MATH FACULTY
PROFESSIONAL DEVELOPMENT FUND (DMPD) APPLICATION**

Date:

Institution:

Applicant Name and Title:

Amount Requested:

Institution Grants Office Contact (name/email address):

1. **Justification for Award (500 words or less).**
   Describe how funds will be expended and how the activities will support developmental math course redesign and implementation at your institution. Provide a brief budget summary to detail amounts such as conference registration, travel expense, supplies, etc. Sufficient detail should be provided in the narrative pertaining to budget to allow the reviewer an understanding of the different budget line items in the request. The applicant may to use a table format to present proposed expenditures.

2. **Demonstration of Engagement in Developmental Math Course Redesign.**
   List <u>all</u> the developmental math courses and number of sections you taught in the 2013-2014 academic year. Indicate which semester the courses were taught, and the estimated number of students per course (all sections). Indicate which, if any of the courses taught, are "redesigned." Briefly provide any other information demonstrating engagement in developmental math course redesign engagement during the academic year.

3. **Qualifications**
   Attach resume or curriculum vitae.

**Developmental Math Dean, Director, or Department Head
Please sign below to indicate support for this developmental math faculty professional development fund application.**

_____
Print Name of Dean, Director, or Department Head responsible for developmental math and title.

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Signature of Dean, Director, or Department Head responsible for developmental math